

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100029-5

REPORTS INVENTORY

CONTROL NO.

DDS/OF-026

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Report of Representation and Operational Entertainment Exp.

2. TYPE
OF
REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

XX FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not number of copies)

4

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo and Schedules

10. PREPARING COMPONENT (include lowest level contributing information to report)

Financial Reports Section/Accts.

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Reports from Field Installations

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-11	\$5.72	76	\$434.72	1	\$434.72
GS-06	3.74	24	89.76	1	89.76
					\$524.48

B. COSTS OF COMPUTER PRODUCED REPORTS

GS-09(Avg.)	\$5.07	300	\$1,521.00	1	\$1,521.00
(Various reports received from 156 Stations and Bases)					
TOTAL COSTS PER YEAR					\$2,045.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

We do not know the "use" that is made of this report by the DDP.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☒ OTHER (explain) Requirement by DDP should be confirmed.

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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